File (0315)/

62-2
Chairman, Subcommittee on Classification
Committee on Documentation, USIB

X Disapproved for Adoption

1. Subject suggestion is a method of coding a relatively small alphabetical name file by using colors, tab positions and a 3 digit code to "permit retrieval of information in many particular categories which, however, are frequently overlapping." The suggestor needed a system to retrieve information on high ranking Soviet military personnel from an alphabetical file while leaving the file collection intact.

2. This appears to be a workable system for the particular file involved provided the searching requirements are usually by name along with the categories of one of the six "services" and/or one of the five "positions of rank" both of which are controlled by tab color and position.

3. If many retrieval requests were received for searching "specialty" or "assignment" as the initial category, each tab card in the entire file would have to be perused for each request; for searching "designation" each tab card with the appropriate colored tab would have to be scanned. It would become increasingly time consuming as names were added to the file and soon the file would be too large to handle this type of retrieval efficiently.

4. I believe one of the several systems presently available which uses edge-notched 5x8 cards would handle this file better especially when "specialty" or "assignment" is the primary search field. Edge-notched card systems are marketed by Royal McBee, E-Z Sort Systems, Burroughs, Zator Company and others. The index cards using one of these systems would have to be in a file separate from that containing all the information reports, extracts, etc. But I believe the advantages of efficient search would outweigh the disadvantages of a separate file for the index cards.

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5. ▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉ concurs that the filing system suggested would not be an effective and practical method of handling their exceedingly large files. In addition, the code structure required to accommodate the necessary ▉▉▉▉▉▉▉▉▉ breakdowns is far too complex to be handled efficiently by the

25X1B

25X1A

(continued)

11 August 1961 ▉▉▉▉▉▉▉▉▉▉▉▉ Chairman, Subcommittee on Classification,
Committee on Documentation, United States Intelligence Board

Employee Suggestion #62-2

suggested system. Maintenance would pose a very serious problem since the names do not usually repeat thus making practically every card a tab card.　　25X1A

25X1A　　　　6. The suggestion by the Records Management Staff that ▆▆▆▆▆▆
▆▆▆ OCR and ▆▆▆▆▆▆▆▆▆▆▆▆▆▆▆▆▆▆▆could use such a system
has been answered in paragraph 5 above. Whether or not other agency offices
or the FBI could use the suggested system to advantage would have to be
evaluated by them since their systems are not under the purview of my sub-
committee. It is my opinion, however, that these files are too large and
retrieval requirements too varied for application of a manual system such
as this. I should like to note nevertheless that the suggestion certainly
is a well worked out system and represents a great deal of concientious
effort on the part of the suggestor.

25X1A

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